



**TOWN OF LOCKPORT  
COUNCIL MEETING  
MONDAY, NOVEMBER 27, 2023, AT 1:00 P.M.  
AGENDA**

1. Call to order
2. Silence Electronic Devices
3. Approval of Agenda, including additions or deletions

**Draft Motion: That Council approve the agenda for the November 27, 2023, meeting as presented/with the following additions:**

4. Approval of Minutes from the November 14, 2023, Regular Council Meeting

**Draft Motion: That Council approve the November 14, 2023, meeting Minutes as circulated.**

5. Business arising from previous Minutes

There was no business arising from the previous Minutes

6. Community Forum (Open Mic)

- 20 Minutes Maximum
- Each resident is allowed a maximum of five minutes.
- The resident is to speak directly to the Council.
- There will be no interaction by Council at this time.
- If questions are posed by residents the question will be recorded to be researched.

## 7. Presentations

There were no presentations scheduled for this meeting.

## 8. Department Reports

- Public Works Report (Page 1)
- Community Coordinators Report (Page 2)
- Administration Report (Pages 3-4)

## 9. Finance

- List of Invoices already paid in the amount of \$69,078.04 (Page 5)
- Email from Shelby Spurr, Marketing Sales Consultant Re: Holiday ads and prices. (Pages 6-7)

## 10. Other Business

- Review of Asset Management Policy (Pages 8-10)

**Draft Motion: That Council approve the "Asset Management Policy" as presented.**

- Council Meetings and Proceedings Policy (Pages 11-20)

**Draft Motion: That Council approve the Council Meetings and Proceedings Policy as presented.**

## 11. Council Reports

- Canada Day (Mayor Cory Nickerson)
- Recreation Report (Deputy Mayor Dawn DeMings-Taylor) (Pages 21-29)

Draft Motion: As recommended by the Recreation Committee, Council approves Dave Holdaway to be recognized as Volunteer of the month for December 2023.

Draft Motion: As recommended by the Recreation Committee, Council approves Ken Beck to be recognized as Volunteer of the month for January 2024.

Draft Motion: As recommended by the Recreation Committee, Council approves Charlie Whynot to be recognized as Volunteer of the month for February 2024.

## 12. Correspondence

## 13. Information Only

- Email from Lucinda Montizambert Re: Non-profit Housing Association annual meeting. (Pages 30-31)
- Letter to The Honourable Pablo Rodriguez, Minister of Transport Re: Redeploying Digby-Saint John Ferry to P.E.I. from Municipality of Barrington and Shelburne and Towns of Clark's Harbour, Shelburne and Lockeport. (Pages 32-33)
- Letter to Penny Smith, Warden, Municipality of the District of Shelburne from Kim Masland Re: Exit 26 safety concern. (Page 34)
- Letter from Penny Smith, Warden, Municipality of the District of Shelburne to Ann Wilkie and James Wooder (co-chair) Committee for the Regional Assessment Offshore Wind Development in Nova Scotia. (Pages 35-37)

14. Date of next meeting

- Monday December 11, 2023 at 6:00 p.m.

15. "In Camera"

- Personnel Issue
- Contract Negotiations

**Draft Motion: That Council proceeds "In Camera" to discuss a Personnel issue and Contract Negotiations.**

16. Adjournment

Regular Council Meeting. 112723.agd

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## Public Works Reports

- Installed Dugout Covers
- Snipped Trestle Trail
- Replaced stop sign (corner of Hall and Paradise St.) transport truck took it out
- Graveled several hole's on Chetwynd's Lane
- Installed salt spreader on 1 1/2 ton dump truck
- Replaced several more Boardwalk boards
- Had outside light fixtures replaced on bandstand and maintenance building
- Removed rags that were jammed in several pumps around town
- Changed contacts in pump #1 switch at pumping station #8. These switches are original and now obsolete... However we do have a few kits on hand.
- As everyone should know, we have been discussing the problem of shore line erosion in several key areas around town for several years (Chetwynd Lane, Sewer Plant property and Beach dunes). I think we are at a point now where action must be taken.

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Community Coordinator Report to Council  
for November 23, 2023 meeting

**Reminder of time off in December** - although my plan for time off up until the end of December went to Council in early October, I feel I should restate my plan for December as a reminder. It is my plan to use two weeks time off in lieu starting Monday, December 4 and returning to my desk on Monday, December 18. With all the other holidays and at least one day of medical leave in late December, I won't be working much in December. This means that November 27 to December 2 will be a very busy week for me as I prepare to be away from my desk. It also means I will not be on hand for the Tree Lighting event to take place December 8.

**Other** - At the time of writing this report, I am preparing to travel to Halifax for the day on November 24 to meet with officials and other community reps for the Communities on the Move pilot projects in person. I suspect there will be a few other items I may wish to bring forward during the Council meeting, but it will take the weekend for me to gather my thoughts in this regard.

Respectfully submitted,

Frances H. Scott  
Community Coordinator

**ADMINISTRATION REPORT  
COUNCIL MEETING  
NOVEMBER 27, 2023**

**BUILDING PERMITS ISSUED 2023/2024 FISCAL YEAR**

To date, there have been five (5) building permits issued for the 2023/2024 fiscal year. (Total building permits issued for 2022/2023 was ten (10).

**TAX COLLECTIONS**

As of November 23, 2023, *taxes owing are as follows:*

2020 & prior = 23,196.95\$

2021 = \$6,368.87

2022 = \$25,518.54

2023 = \$134,408.39

**Total taxes owing is \$189,492.75**

The Federal Government is addressing the outstanding taxes owed by tenants occupying crown properties at the North Government Wharf location. I do not have anything new to report pertaining to their progress. The total of outstanding taxes on these accounts is \$3681.48 plus \$2,262.54 interest on six Gear Shed accounts and \$20,186.09 plus \$12,557.96 interest on a sub-leased account.

**Municipal Modernization**

No new update. We are still awaiting information from the Province of Nova Scotia.

**Meeting with MODS/TOS re: C&D Site Assessment**

On November 2, 2023 Mayor Nickerson and I attended a meeting that included representation from the Town of Lockeport, Town of Shelburne and the Municipality of the District of Shelburne. Marcia d'Eon, Director of Operations & Protective Services for the Municipality of the District of Shelburne, presented two proposals that she has received for Professional Consulting Services, to review the RMRF and provide Recommendations to Comply with New Regulations and Future Requirements for the C&D site. After reviewing both proposals it was decided that they should engage Fracflow Consultants Inc. to complete the Compliance with New Regulations study for the RMRF, and make recommendations for future actions.

**Municipal Advisor-Andrea Hyslop**

On November 14, 2023 I met with Andrea Hyslop, Municipal Advisor for the Town of Lockeport. It was a meeting to get acquainted and Andrea stayed and attended the Council Meeting the same evening.

**Mayors/Wardens/CAO's Meeting**

Mayor Nickerson and I attended the regular monthly meeting of Mayors/Wardens/CAO's in Clark's Harbour on November 15, 2023.

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## **Municipal Finance Division**

On November 17, 2023 Paul Wills and Angela Provoe from the Municipal Finances Division came to the Town Hall to do a presentation on the Debenture Process. Councillor Eshelby and myself were present.

## **Surge Tank Project**

I am still waiting to hear from Dan Vincent (ODRC) before this project can proceed further.

## **Winter Parking Regulations**

The winter parking regulations have been posted on our website and our FB page. Dale Roach also posted some around Town in the businesses.

June Harding-Town Clerk/Treasurer



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LIST ON INVOICES ALREADY PAID TO BE PRESENTED AT THE		
NOVEMBER 27, 2023 MEETING		
AGAT	WATER SEWER TESTS	338.68
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BELL ALIANT	FIRE DEPARTMENT	69.44
BELL MOBILITY	STREETS, RECREATION, GEN GOV'T	285.91
CHETWYND, ANNA REIMBURSEMENT	POWER BATTERIES FOR PUBLIC WORKS DEPARTMENT	114.99
CULLIGAN WATER	DRINKING WATER	23.90
HARLOW CONSTRUCTION LIMITED	INTERNATIONAL RESCUE UNIT - REPLACE WATER PUMP	975.94
I.B.E.W.	UNION DUES FOR NOVEMBER	350.60
LANDINFO	GIS - DATA UPDATE, REPORTS AND MAPS	1,150.00
LOCKEPORT TOWN MARKET	SR BINGO, RCMP ADVISORY BOARD MEETING	173.08
MARK WILLIAMS	CULVERT REPLACEMENT AT LOCKEPORT LOOP, (WAYNE CHETWYND'S) AND LOCKE ST, GRAVEL DUMPED AT TREATMENT PLANT	6,664.25
MINISTER OF FINANCE	DNA ANNUAL BILLING	313.20
MUNICIPALITY OF THE DISTRICT OF SHELBURNE	TIPPING FEES	18.75
MUNICIPALITY OF THE DISTRICT OF SHELBURNE	3RD QUARTER SHARED SERVICES BILLING	32,185.24
NOVA SCOTIA POWER	STREET LIGHTS, PLAYGROUND, TREATMENT PLANT - NOV 22	3,008.81
NOVA SCOTIA POWER	LIFT STATIONS - NOV 29	832.13
NOVA SCOTIA POWER	LIFT STATIONS - NOV 27	591.88
NOVA SCOTIA POWER	BOARDWALK - NOV 23	129.15
NOVA SCOTIA POWER	UV SYSTEM - NOV 22	461.45
ON TOWN AUTO SERVICES LTD.	OIL CHANGE FOR 2016 F550	337.51
PAYROLL	NOV. 4 - NOV 17, 2023	14,374.63
REGION OF QUEENS MUNICIPALITY	TIPPING FEES	3,978.08
SCOTT, FRANCES REIMBURSEMENT	SUCKER TREE FOR TRICK OR TRUNK	16.11
SWANSBURG, LESTER	LED LIGHT ON BANDSTAND BUILDING, AND SEWAGE PLANT STORAGE SHED, REPAIRS TO BOARDWALK LIGHT	586.50
VINCENT, DANIEL	ORDC FEES	1,000.00
WORKERS COMPENSATION BOARD	MUNICIPAL OPERATIONS ADMINISTRATIONS	457.71
WORKERS COMPENSATION BOARD	OPERATIONS, CONSTRUCTION & MAINTENANCE	301.42
<b>TOTAL</b>		<b>69,078.04</b>

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## June Harding

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**From:** Lockeport Recreation Department <lockeportrec@ns.aliantzinc.ca>  
**Sent:** Thursday, November 23, 2023 2:53 PM  
**To:** June Harding  
**Subject:** Fwd: Holiday Season on CKBW and Country 100.7

----- Forwarded Message -----

**Subject:** RE: Holiday Season on CKBW and Country 100.7  
**Date:** Thu, 16 Nov 2023 20:28:57 +0000  
**From:** Spurr, Shelby <spurrs@radioabl.ca>  
**To:** [lockeportrec@ns.aliantzinc.ca](mailto:lockeportrec@ns.aliantzinc.ca) <[lockeportrec@ns.aliantzinc.ca](mailto:lockeportrec@ns.aliantzinc.ca)>

Hi Fran,

I wanted to follow up to see if you were interested in any holiday messaging this year.

I look forward to hearing from you,



**Shelby Spurr**  
Marketing Sales Consultant



Surge 105.1 | Country 100.7 | Hot Country 103.5  
Y95 Yarmouth | 101.5 The Hawk | CKBW |  
Acadia Broadcasting | Round**Table**



**Phone:** 902-527-6314  
**Email:** [spurrs@radioabl.ca](mailto:spurrs@radioabl.ca)

[acadiabroadcasting.ca](http://acadiabroadcasting.ca)  
[roundtablecreative.ca](http://roundtablecreative.ca)

 [Book time to meet with me](#)

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**From:** Spurr, Shelby  
**Sent:** Friday, November 3, 2023 11:51 AM  
**To:** [lockeportrec@ns.aliantzinc.ca](mailto:lockeportrec@ns.aliantzinc.ca)  
**Subject:** Holiday Season on CKBW and Country 100.7

Hi Fran,

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I hope you are doing well and enjoying these cooler temperatures – hard to believe we’ve already had our first snowfall of the season! I wanted to reach out to you as we prepare for the holiday season here at CKBW and Country 100.7. We have Holiday Greetings available to say thank you to Lockeport residents or wish them a happy holiday season or both! Below are some options if you are interested in CKBW and Country 100.7.

**16 x :15-second Greetings (6am-12am)**

- 1. \$199.00 or \$349.00 Combo +HST

**24 x :15-second Greetings (6am-12am)**

- 1. \$259.00 or \$429.00 Combo +HST

**32 x :15-second Greetings (6am-12am)**

- 1. \$329.00 or \$499.00 Combo +HST

**40 x :15-second Greetings (6am-12am)**

- 1. \$369.00 or \$599.00 Combo +HST

Let me know what you think, and I look forward to hearing from you.



**Shelby Spurr**  
Marketing Sales Consultant



Surge 105.1 | Country 100.7 | Hot Country 103.5  
Y95 Yarmouth | 101.5 The Hawk | CKBW |  
Acadia Broadcasting | RoundTable



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This communication and its attachments are confidential and may be privileged. If you are not the intended recipient, please immediately notify the sender and then delete this communication and its attachments without reading or forwarding it. Thank You.

THINK GREEN! before printing this email.



**TOWN OF LOCKEPORT  
POLICY STATEMENT**

**Policy #GG-028**

**Asset Management  
Policy**

**Effective Date:  
June 10, 2019**

**Revision Date:  
February 28, 2022**

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## **1. PURPOSE:**

This asset management policy formalizes the Town of Lockeport's commitment to long term planning and provides guidance to council and staff on identifying priorities, managing risks and meeting its service delivery goals. It provides for a transparent and accountable process to demonstrate the legitimacy of decision-making which combines strategic plans, budgets, service levels and risks to continually improve the long-term sustainability of our infrastructure.

## **2. STRATEGIC ALIGNMENT**

The principles in this asset management policy and our asset management planning will align with our Municipal Planning Strategy, Integrated Community Sustainability Plan, Municipal Climate Change Action Plan, Physical Activity Strategy, Active Transportation Plan and the Accessibility Plan.

## **3. SCOPE**

This policy applies to assets owned and managed by our municipality with the exception of the Lockeport School Facilities due to a lease agreement between the Town of Lockeport and the Province of Nova Scotia.

## **4. PRINCIPLES:**

### **4.1 Service Delivery to Customers:**

The Town will clearly define level of service objectives that balance community expectations and regulatory requirements with risk, affordability and available resources, and will do the following:

- Manage assets appropriately to efficiently and effectively deliver the defined levels of service.
- Monitor and periodically review level of service objectives to ensure that they meet or support community and council expectations and other strategic objectives.

The Town will ensure transparency and accountability to the community on service delivery. This will include regular communications to council to share information on service performance as well as technical information such as asset condition.

The Town will comply with all relevant legislative, regulatory and statutory requirements.

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## **4.2 Holistic Approach:**

Our Town will:

- Take an integrated and coordinated approach to decisions on infrastructure maximizing value to the community in a larger service delivery context, not just as an isolated asset.
- Ensure input is received from key departments and individuals such as finance, maintenance, operations, engineering, when making decisions about renewing and replacing existing assets or building new assets.
- Will consider not only engineered solutions but solutions that might be provided by natural assets.

## **4.3 Long term Sustainability and Resilience:**

Our Town's asset management decision-making will consider the needs of both current and future generations and potential challenges associated with changing community demographics and expectations related to service delivery.

Our Town's asset management decision-making will consider the potential impacts of climate change and how the frequency and severity of climatic events may directly affect levels of service.

Our Town will consider socio-cultural, environmental and economic factors and implications when making and implementing asset management decisions.

## **4.4 Fiscal Responsibility and Asset Management Decision-Making:**

Consideration will be given to all life-cycle costs including the cost to build, operate and maintain infrastructure in budgeting and financial planning.

Our long-term financial projections for revenue and expenditures related to current and planned infrastructure needs will be considered in the annual budgeting process.

Funding requirements and reserve policies will be integrated with asset management planning.

## **4.5 Continuous Improvement:**

Council is committed to making well-informed decisions based on good information and advice, our Town commits to:

- Supporting asset management awareness and training for staff and council in accordance with their respective roles and responsibilities
- Progressing in the asset management process
- The integration of asset management systems
- Community engagement

**5. ROLES AND RESPONSIBILITIES:**

The Town Clerk/Treasurer has overall responsibility for asset management planning for the Town. The Town Clerk/Treasurer is responsible for:

- Overall compliance with asset management policy
- Assignment of responsibilities to staff and ensuring they understand the policy requirements and are empowered to implement asset management planning in accordance with this policy
- Department managers are responsible for leading the adoption of the AM policy within their departments and for allocating appropriate resources to its implementation and associated requirements.
- All staff involved in the application of asset management are responsible for observing the requirements of the AM policy.

Council has overall responsibility on behalf of residents to provide services that the community needs and is willing to pay for. The Council is responsible to provide services at an appropriate cost while managing long-term risk. Council will:

- Approve by resolution the asset management policy and any amendments
- Approve by resolution asset management plans and budgets
- Use this policy as key guidance in asset management decision-making
- Commit to reviewing/renewing this policy not later than March 31, 2023

**6. COMMITTEE COMPOSITION:**

The Town of Lockeport Asset Management Committee will consist of two members of Council, Department Heads, the Town Clerk/Treasurer and one citizen of the Town of Lockeport appointed by Council.

Town Clerk/Treasurer's Annotation For Official Policy Book

Date of Passage of Current Policy: June 10, 2019

Date of revision: September 28, 2020

I certify that this Policy was adopted by Council as indicated above.

\_\_\_\_\_  
Town Clerk/Treasurer

February 28, 2022  
Date

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**TOWN OF LOCKEPORT  
POLICY STATEMENT**

**Policy #L-002**

**COUNCIL MEETINGS &  
PROCEEDINGS**

**Effective Date:  
May 9, 2011**

**Revision Date:  
June 10, 2013  
March 14, 2016  
March 11, 2019  
June 28, 2021**

**TITLE**

1. This Policy is entitled the "*Council Meetings & Proceedings Policy*".

**INTERPRETATION**

2. The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable Municipal Legislation.
3. In this Policy, unless the context otherwise requires,
  - (a) "Business day(s)" means a day when the Town of Lockeport Office is open for business;
  - (b) "Chair" means the presiding officer;
  - (c) "Council" means the Council of the Town of Lockeport
  - (d) "Council Member (s)" include (s) the Mayor unless the context indicates otherwise;
  - (e) "Majority" means more than one half of those present, unless the context indicates otherwise.
  - (f) "Staff Department Heads" means the staff in the positions of Working Streets Foreman and Community Coordinator, and may also include the Fire Chief, Crew Chief of the Medical First Responders and Tourism Staff.
4. The following rules and regulations shall be observed and shall be the rules and regulations for the order and discharge of the business of all Council, Committees, Boards and Commissions.

**TIME, PLACE, DATE AND NOTICE OF MEETINGS**

5. Unless otherwise specified, Regular meetings of Council shall be held:
  - (a) At Town Council Chambers, Lockeport Town Hall, Lockeport, N.S.
  - (b) On the second Monday of the month at **6 o'clock**; provided that if the second Monday of any month is a holiday then it shall be held on the **following regular business day** at the same place and hour, unless otherwise resolved by Council; and
  - (c) On the fourth Monday of the month at **1 o'clock**; provided that if the fourth Monday of any month is a holiday then it shall be held on the **following regular**

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**business day** at the same place and hour, unless otherwise resolved by Council;  
and

- (d) Annually, Council meetings, Committee meetings and Board meetings will not be scheduled for the month of August except in circumstances when urgent matters need to be addressed.
6. Regular meetings of Council may be rescheduled, relocated or cancelled:
- (a) By resolution or consensus, including a contingent resolution or consensus, of Council at a previous meeting three or more days in advance of the additional or special meeting;
  - (b) By resolution or consensus, including a contingent resolution or consensus, of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting; or
  - (c) By the Town Clerk/Treasurer on behalf of the Mayor, owing to unforeseen circumstances, provided the Mayor believes that the majority of Council Members would support such a step.
7. Additional or Special Meetings of Council may be convened;
- (a) By resolution or consensus, including a contingent resolution or consensus, of Council at a previous meeting three or more days in advance of the additional or Special Meeting;
  - (b) By resolution or consensus, including a contingent resolution or consensus, of Committee of the Whole at a meeting three or more days in advance of the additional or Special Meeting; or
  - (c) By the Town Clerk/Treasurer on behalf of the Mayor, owing to unforeseen circumstances, provided the Mayor believes that the majority of Council Members would support such a step.
8. Specific notice to Council Members and to the public need not be provided of:
- (a) Meetings held pursuant to section 7; or
  - (b) Meetings held pursuant to subsection (a) and (b) of section 6 or 7; but, subject to any statutory relaxation of notice requirements, three days notice shall be specifically provided for other meetings to Council Members.



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June 28, 2021**

9. Subject to section (8), notice of meetings shall be provided verbally, by telephone, or in writing to each Council member.

10. Within 30 days following the first meeting of Council after a Municipal Election or By-Election, each elected council Member shall provide to the Town Clerk/Treasurer:

- (a) A telephone number at which the Council Member can be reached; and/or
- (b) An electronic mail address or facsimile telephone number at which the Council Member may be reached, and
- (c) The Council Member shall be assigned a mailbox located at the Lockeport Town Office marked with the Council Member's name. The Council Member shall be

deemed to have received any notice within one business day of its being sent or left by the method of the Council Member's choice pursuant to this section.

11. Subject to section (8), notice of meetings shall be provided to the public by posting at the Lockeport Town Hall a "Notice of Council Meeting" containing the time, date and place of the meeting.

**CONDUCT OF MEETINGS; GENERAL**

12. In the case of the Council Meeting held on the fourth Monday of each month, Department Heads shall attend to present their staff reports to Council and the Town Clerk/Treasurer will also present a monthly report.

13. In the case of the Council Meeting held on the second Monday of each month, the Council shall adjourn at the hour of 9:00 p.m., if in session at that hour, unless otherwise determined by a vote of two-thirds of the Councillors present.

14. In the case of the Council Meeting held on the fourth Monday of each month, the Council shall adjourn at the hour of 4:00 p.m., if in session at that hour, unless otherwise determined by a vote of two-thirds of the Councillors present.

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15. In the case the Mayor is not in attendance at the time appointed, the Deputy Mayor shall call the Councillors to order and if a quorum is present, shall preside over the meeting or until the arrival of the Mayor.
16. In case neither the Mayor nor the Deputy Mayor is in attendance at the appointed time, the Town Clerk/Treasurer shall call the Councillors to order if a quorum be present, and the Councillors shall choose a Chairman who shall preside over the meeting until the arrival of the Mayor or Deputy Mayor.
17. During a meeting Council may adjourn for short periods or move to another place, without ending the meeting.
18. At Regular meetings of Council, except when Council resolves to defer approval of minutes for a maximum of one additional meeting, the minutes of the last preceding Regular meeting and subsequent special meetings shall be reviewed. Unless objection is taken to the minutes when read or as circulated, they shall be signed by the Chairperson. If any objection is made thereto, the Councillor making such objection shall state his or her grounds without consent and if the Council agrees the minutes shall be amended accordingly. If all Councillors do not agree to the proposed amendment, the motion must be made and seconded to amend the minutes in accordance with the objection which shall then be debatable. After all necessary corrections and amendments have been made and the minutes approved, the approved minutes shall be entered in the minute book of the proceedings of Council and such entry shall conclusively constitute the minutes of Council.
19. The minutes shall be kept by the Town Clerk/Treasurer and shall:
- (a) Record the time when any Council member joins or leaves a meeting which is in progress;
  - (b) Contain all resolutions, decisions by consensus and motions and shall record the outcome of each vote;
  - (c) Mention reports, petitions and other papers submitted to Council only by their respective titles, or a brief description of their contents.

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**TOWN OF LOCKEPORT  
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20. It shall be the duty of the Chair to:

- (a) Open the meeting of Council by taking the chair and calling the Council Members to order;
- (b) Put to a vote a question which is regularly moved and seconded or necessarily arising in the course of the proceedings and to announce the result of the vote;
- (c) Decline to put to a vote, a motion which infringes upon the rules of procedure;
- (d) Restrain the Council Members, when engaged in debate, within the rules of conduct of debate;
- (e) Enforce on all occasions, the observance of order and decorum;
- (f) Call by name any Council member persisting in a breach of the rules of order of Council thereby ordering him or her to vacate the Council Chambers;
- (g) Inform the Council when necessary, or when referred to, on a point of order
- (h) Permit the Town Clerk/Treasurer to speak on any point upon request;
- (i) Permit proper questions to be asked through the Chair of any official or employee of the Town of Lockeport, or any member of the public in attendance, to provide information to assist any debate;
- (j) Declare a meeting dissolved if no quorum has been achieved within 30 minutes of the scheduled meeting time; and
- (k) Adjourn the meeting when the business is concluded or, when an adjournment time has been set and approved by majority vote or consensus, when the adjournment time has been reached, except when it is extended by unanimous consent.

21. At Council meetings, unless a majority consents to a different order for that meeting, Council shall conduct business in the following order;

- (a) Call to order;
- (b) Approval of agenda, including additions or deletions;
- (c) Approval of minutes of the previous meeting(s);
- (d) "Open Mic"
- (e) Presentations;
- (f) Staff Reports;
- (g) Economic Development;
- (h) Finance;
- (i) Recommendation from Other Committees;
- (j) Other Business;

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- (k) Council Reports;
- (l) Correspondence;
- (m) Date of Next Meeting;
- (n) "In Camera";
- (o) Adjournment

- 22. At the time the agenda is put forward for approval, the Chair shall inquire of Council Members whether they have any additions to the agenda to request.
- 23. Every Council Member, prior to speaking on any question or motion, shall raise a hand and wait to be recognized by the Chair. When two or more Council Members raise their hands to speak, the Chair shall designate as the Council Member who has the floor the Council Member who, in the opinion of the Chair, first raised a hand.
- 24. No Council Member shall speak more than ten minutes upon any matter at one time, without the leave of Council.
- 25. The Town Clerk/Treasurer shall prepare for the use of Councillors at Regular Meetings of Council all matters that are to come before the Council in the sequence in which they appear on the agenda.

**CONDUCT OF MEETINGS: MOTIONS AND VOTING**

- 26. The Chair shall state every question properly presented to Council and before putting it to a vote, shall ask "Is Council ready for the question" and if no Council Member offers to speak, the Chair shall put the question, after which no Council Member shall be permitted to speak upon it.
- 27. The usual form of voting on any question shall be by the Chair calling for "yeas" and "nays", but any Council Member, before or after a voice vote can call for, and obtain through the Chair, a show of hands, and any two Council Members can call for, and obtain through the Chair, a recorded vote with each Council Member's vote entered into the minutes.
- 28. A motion must be seconded and then repeated by the Chair or read aloud by the Clerk before it is debated. The Chair may direct that the motion be put in writing.

(17)

**TOWN OF LOCKEPORT  
POLICY STATEMENT**

**Policy #L-002**

**COUNCIL MEETINGS &  
PROCEEDINGS**

**Effective Date:  
May 9, 2011**

**Revision Date:  
June 10, 2013  
March 14, 2016  
March 11, 2019  
June 28, 2021**

- 
29. After reading of a motion by the Chair or Clerk, it shall be open for discussion.
30. A motion may at any time before the Council has voted on it be withdrawn by the mover with the consent of the seconder.
31. A motion shall be voted on after every Council Member who has not spoken on the question and claims a right to speak has been heard.
32. A motion to adjourn shall always be in order except in the following cases:
- (a) When a Council Member is in possession of the floor;
  - (b) When the "yeas" and "nays" are being called;
  - (c) While the Council Members are voting; or
  - (d) When the adjournment was the last preceding motion.
33. Any notice of motion given by a Council member for a subsequent meeting may, in the absence of the Council Member giving such notice, be taken up by any other Council member.
34. After any question has been decided either in the affirmative or negative, any two Council Members may, after the decision has been announced from the chair, but before adjournment of the meeting, give notice of an intention to move a reconsideration at the next meeting of the Council. The giving of such a notice operates as a stay or suspension of Council's decision.
35. Unless reconsideration is moved at the next meeting the right of reconsideration shall be lost.
36. No discussion of the main question shall be allowed on the motion for reconsideration.
37. The following matters are not eligible for reconsideration:
- (a) A motion approving the first or second reading of a By-Law enactment, amendment or repeal;
  - (b) A motion to decide upon a matter which was the subject of a statutory hearing by Council;

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**TOWN OF LOCKEPORT  
POLICY STATEMENT**

**Policy #L-002**

**COUNCIL MEETINGS &  
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- 
- (c) A motion which is or was considered by Committee of the Whole is substantially the same for in which it is being or will be considered by Council, irrespective of whether Council has adopted or rejected, or may adopt or reject, the recommendation of Committee of the Whole;
  - (d) A matter which has been reconsidered once; and
  - (e) A vote to reconsider

38. When any two Councillors so request, the "yeas" and "nays" of a vote shall be taken by secret ballot.

**CONDUCT OF MEETINGS: POINTS OF ORDER**

- 39. It shall be the duty of the Chair, and the privilege of any Council Member, to call any Council Member to order, who violates any established rule of order. A point of order must be decided before the subject under consideration is proceeded with.
- 40. When a Council Member is called to order, the Council Member shall remain seated and silent until the point is determined, until called upon by the Chair to be heard on the point of order.
- 41. A point of order is not debatable amongst other Council Members, unless the Chair invites discussion in an effort to assist in making a ruling. Where the Chair permits discussion of a point of order, no Council Member shall speak more than once.
- 42. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the Council Chambers pursuant to sections (38 and 39), are not debatable but can be appealed to Council by any Council Member. When an appeal is made from the decision of the Chair, the Chair shall simply put the question, "Shall the decision of the Chair be sustained?"
- 43. No Council Member shall use offensive or unparliamentary language or speak disrespectfully to or about anyone while in Council, or speak outside the parameters of the question in debate.
- 44. If a Council Member resists the rules of Council, willfully obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any

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question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair, or otherwise disrupts the proceedings of Council, the Council Member may be ordered by the Chair to leave the Council Member's seat provided that a majority vote of Council shall be required to sustain the expulsion.

- 45. If the Council Member refuses to leave the Council Member's seat, the Chair may order the Council Member to be expelled and excluded from the Council Chambers.
- 46. Such Council Member may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council Chambers and to resume participation in Council's business with or without conditions.
- 47. Persons who are not Council Members or officers or employees of the Town of Lockeport shall observe silence and order in the Council Chambers, unless given permission to speak. Any such persons disturbing the proceedings of Council shall be called to order by the Chair and, if they fail to comply, shall be ordered, by the Chair to be expelled and excluded from the Council Chambers.
- 48. Such member of the public may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council Chambers with or without conditions.
- 49. An order of the Chair to expel a person from the Council Chambers pursuant to section (38 and 39) of this Policy constitutes a direction from the Town of Lockeport to leave the premises for purposes of the Protection of Property Act and other applicable laws.
- 50. If any question arises that is not provided for by applicable legislation or the foregoing rules, it shall be decided according to the ruling of the Chair, having regard to general principles of parliamentary procedure to the best of the Chair's ability, but the Chair shall not be expected to conform its decisions to parliamentary procedure texts or precedents.
- 51. Any of the rules of order may be suspended in its operation by the unanimous consent of the Council members present.

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**TOWN OF LOCKEPORT  
POLICY STATEMENT**

**Policy #L-002**

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June 28, 2021**

52. All former policies on Council Meeting & Proceedings of the Town are hereby repealed and this policy is substituted therefore.

**Town Clerk/Treasurer's Annotation For Official Policy Book**

Date of Notice to Council Members  
Of Intent to Consider (7 days minimum): June 14, 2021

Date of Passage of Current Policy: June 28, 2021

I certify that this Policy was adopted by Council as indicated above.

Jayne H. Young  
Town Clerk/Treasurer

June 30, 2021  
Date



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Town of Lockeport - Recreation Committee  
November 21, 2023 Meeting

Minutes

The meeting was called to order 6:00 p.m., November 21, 2023, by Chair, Deputy Mayor Dawn DeMings-Taylor. Also in attendance were: Councillor Dayle Eshelby, Councillor Mary Meagher, Grace Garren, and Community Coordinator, Frances Scott. Regrets: MaryAnn Swansburg. Absent: Mike Hupman.

New member, Councillor Mary Meagher, was welcomed to the Committee.

Agenda:

Dawn asked to add Vice Chair under New Business and Fran asked to give a few updates under new business.

**It was duly moved and seconded that the agenda be approved as amended. Motion carried.**

Minutes:

**It was duly moved and seconded that the minutes from the October 17, 2023 meeting be approved as circulated. Motion carried.**

Reports:

*Community Coordinator* – Dawn asked if everyone had a chance to review Fran's report for October 15 - November 18, 2023, which was circulated by email with meeting notices. All responded that they had done so and there were no questions forthcoming. A copy of this report is attached for inclusion as part of these minutes.

**It was duly moved and seconded that the Community Coordinator report be approved as circulated. Motion carried.**

*Facilities* – Fran stated that she and Dawn had met with Alma Cotter and Jeremy Wamback on October 25 to discuss a plan for upgrades to Old Son’s Ball Field. At that time the Minor Ball Association reps indicated they wanted to proceed before Christmas with hiring Harlow Construction to replace the present infield materials with 4" of a more suitable material to be trucked by Harlow’s from Maughan’s Construction in Bridgewater (rather than including it in an RFD application for the spring). Their reasoning was that the infield would settle over the winter and be more ready for a spring ball season start. Fran stated that she would need to check on the Town’s procurement policy once the cost of doing this was established, but that since Minor Ball had already placed close to \$10,000 in reserve with the Town for ball field upgrades, it was likely that Council would support this action as long it was feasible within the existing funds. At the meeting, Fran was asked to provide Harlow’s with the infield dimensions for use in costing the work, which Fran did by email later the same day. So far, there has been no further information back from Harlow’s, so it is unlikely there will be time to take this approach. On the other hand, having the infield work included in an RFD application will make the whole project more feasible.

Recreation Centre heat pump - Fran added that the heat pump in the pe-school portion of the Rec. Centre has recently stopped working and that at a planning meeting held this morning she was told that the heat pump will not be repaired or replaced at this time. This led to a short discussion and Fran was asked to seek additional information for the Committee including when the heat pump was purchased, what brand it was and other information regarding background to the decision not to repair or replace the unit.

*Make Your Move Lockeport* – Fran pointed out that there was information in her report regarding MYML and added that Melanie Stuart has resigned from the part-time Business Navigator position after five weeks of work. Fran was given authorization from Council to offer the position to Connie Lamm (for 47 weeks), who was interviewed for the position, but she only sent the email to Connie today and so far has had no reply. Fran added that on this Friday she will be traveling to Halifax to attend an in person meeting of all Communities on the Move representatives including provincial reps and partner agency reps.

*School update* – Grace reported that school is going well with all soccer seasons as well as Sr. Girls Volleyball completed for the year. Jr. Girls Volleyball have districts tomorrow and all four basketball teams are up and running. Grace added that Tim Horton’s recently sent SMILE cookies for a meeting of the Student

Parliament with their acting Principal, Dwayne Landry. Everyone seems to be getting excited for Christmas.

Old Business:

*Youth Leadership training program* – Fran reported that in addition to Aidan and Olivia Swansburg, Madelyne Taylor and Bailee Williams have also completed the program.

*Volunteers* – Several names of deserving volunteers were put forward and discussed. The discussion led to the following motions:

**It was duly moved and seconded that it be recommended to Council that Dave Holdaway be recognized as Volunteer of the Month for December. Motion carried.**

**It was duly moved and seconded that it be recommended to Council that Ken Beck be recognized as Volunteer of the Month for January 2024. Motion carried.**

**It was duly moved and seconded that it be recommended to Council that Charlie Whynot be recognized as Volunteer of the Month for February, 2024. Motion carried.**

Further discussion suggested Stacey Garron be recognized closer to the end of the school year (she actively coaches boys softball and helps out with a soccer team as well as all sorts of school events including the prom in particular.) Fran was asked to provide the Committee with a list of those names already determined for recognition.

*Trick or Trunk* – Dawn reported this event went very well with 13 vehicles taking part including a fire truck, and between 150 and 200 children receiving treats. It was noted that Uncle Sid's had donated a bushel of apples for distribution at the town trunk. Fran was asked to draft a letter from the Committee to send to Uncle Sid's in thanks for the contribution.

*Halloween Yard Decorating contest* – Dawn opened that ballot bucket and read the votes on each ballot aloud. Fran recorded and tabulated the results which resulted in the following award winners:

- 1<sup>st</sup> - 78 Howe Street (home of Sheldon Stuart) = \$75 local gift cards;
- 2<sup>nd</sup> - 401 Brighton Road (home of Ryan Chetwynd) = \$45 local gift cards;
- 3<sup>rd</sup> - 16 Paradise Street (home of Pam Williams) = \$30 local gift cards.

*Christmas by the Sea Craft Fair* – Fran reported that this event went very well with just over 30 tables and a larger attendance than usual. Crafter evaluations indicated very high satisfaction levels with most aspects of the event. One complaint voiced by several crafters was that the hall was too dark. Fran indicated that she has reported to the Fire Chief, as well as Kevin and June, that most of the pot lights are not working in the Fire Hall auditorium, which made it quite dark since the day was very rainy outside. Volunteer helpers for the event were Rowan Goulden, Dale Roach and Bella Taylor.

*Christmas by the Sea flyer* - Copies of the flyer were distributed to all present for reference during the meeting. Fran stated that 1000 copies had been printed through Seeblick Printing and over 900 were distributed through Canada Post to all addresses in B0T 1L0, B0T 1J0 and B0T 1V0. Fran added that she is likely to create a revised edition of the flyer next week, which will include information on more events that have recently been scheduled including a shopping party at Lock, Stock & Barrel and a Book Signing event at the Beach Centre. The revised flyers will be printed in house and distributed at local businesses. Fran encouraged those present to keep their ears and eyes open to any other additional events that should be included.

#### New Business:

*Christmas Gift Bingo* - Fran pointed out that this event would be held in the Rec. Centre on Saturday afternoon, December 2. Nancy Williams has been speaking with local businesses to seek contributions to the gift table and some items have already come in. Sue Crosby has volunteered to be the caller and Nancy will be helping out at the event as well. Councillor Eshelby volunteered to help out in the canteen for the early part of the event. Proceeds will be dedicated to our Volunteers Athletic Fields future upgrading projects.

*Grant applications* - Fran spoke briefly about a number of grant applications she is currently working on. Fran hopes to submit an application to upgrade the Play Park through the federal Enabling Accessibility program. This one is for mid-sized projects, which are very large projects for us (\$500,000), but it only requires

20% from the community, so Fran suggests we look at that commitment more carefully should we be approved for funding. The deadline to apply is December 13. Fran will be working with June to submit the Canada Summer Jobs application for the Town, which has a deadline of January 12. The federal Age Friendly Communities grant program has a current deadline of tonight, so Fran hopes to submit an application for \$10,000 to carry out some senior based activities, which have been identified as important within the community and by the Make Your Move Lockeport Leadership team.

*Vice Chair* - Dawn stated that she has sent a note to our current Vice Chair, Mike Hupman to ask his intentions in regards to the Committee since he has been unable to attend meetings for a very long time. Mike's response will help inform whether or not we need a new Vice Chair. Dawn also asked that for future meetings, packages be circulated before the weekend preceding the meeting. As Chair, Dawn will provide meeting agendas by Wednesdays in the week before meetings.

*Recent donations* - Fran informed the Committee that we have recently received a \$137.50 donation on behalf of Amy at RBC in recognition by her employer of her community volunteer work. This contribution has been earmarked for future Play Park projects. Next Fran stated that earlier today, Tippy Chetwynd had delivered a \$2,000 donation from Holy Cross Anglican Church to use in offering After School and pre-school aged programming for the community. With the pre-school not functioning this year, the church wanted to continue to support programs for the youth of the community and Fran has already been in with discussions with Julie Balish, who will provide leadership for the programming. Fran foresees some of the programming to take place in the high school gymnasium and some in the Recreation Centre. Fran was asked to draft letters on behalf of the Committee to each of the two donors to thank them for their contributions.

#### Next Meeting:

The next meeting was scheduled to be held Monday, December 18, 2023 at 6:00 p.m.

#### Adjournment:

There being no further business, a motion to adjourn was put forth and the meeting

adjourned at 8:04 p.m., November 21, 2023.

Respectfully submitted,

Frances H. Scott  
Recording Secretary

Community Coordinator Report  
October 15 - November 18, 2023

The following report provides notes relating to the major activities involved in my work over the past month. The report does not include minor day to day tasks such as office management, payroll submission and minor facility supervision duties.

**General** - prepared agenda and sent out packages for Rec. Committee meeting, later typed up minutes and submitted for inclusion in Council packages for the Oct. 23 meeting - later drafted my report and sent to June for review, then got feedback the next day, made revisions and submitted report to Jill for packages - provided Michael Kozak with a number of post cards for use at Beach Centre (donated to us by Linda Ross) - attended public engagement session in Rec. Centre on Nov. 8 to help inform a refresh of our Physical Activity Strategy;

**Communities on the Move pilot** - attended on line provincial meeting on Oct. 17 - helped Melanie with a few MYM at Work issues Oct. 17, 24, 26 - gathered materials to prepare for Leadership Team meeting on Oct. 18, which I chaired and recorded minutes (typed up minutes on Oct. 21) - met with Melanie on Oct. 20 to discuss special initiatives with Salty Dogs Barkery for walking dogs, later met on line with Healthy Tomorrow's rep and Melanie to review MYM at Work initiatives - provided access to Lighthouse washroom for researchers in town on Oct. 19, 20 & 22, who were doing the second round of community counts and distributing accelerometers - worked on updating MYML 2023-24 12 month plan - Oct. 26 created small flyer to introduce Melanie as the Business Navigator for MYM at Work in Lockeport, which she later used in walking around town to meet business operators and introduce the program, same day sent note to Leadership Committee with minutes from Oct. 17 meeting, also met virtually with Elaine, Ellen, Benn and Melanie to review our plan (sent email during meeting to give them our 12 month plan) - met with Benn on Oct. 27 to review first 6 months of

2023-24 plan and start work on the report for this period - worked on report Oct. 28 - Benn submitted report to the Province on Nov. 6 - Audrey Williamson stopped by on Oct. 30 to return her accelerometer - drew up survey poster and responded to Elaine's email about same on Nov. 8, also read email resignation from Melanie and sent follow up, later asked Council if we could offer the position to Connie Lamm;

**Facilities** - met delivery driver near Wayne Chetwynd's house to show him where to deliver Yvonne Hemeon memorial bench along Trestle Trail (Public Works crew came out to move boulders and then assisted with bench installation on a very rainy day) - Oct. 25, gathered materials relevant to ball field upgrades and attended meeting with Dawn DeMings-Taylor, Alma Cotter, and Jeremy Wamback to discuss potential approaches to upgrades, later that day created and sent email to Harlow Construction with detailed dimensions of ball field for use in preparing cost estimate - unlocked Lighthouse washroom for Oct. 27-31 for public use (including Trick or Trunk) and made regular checks - put interpretive sign into storage at Roods Head on Nov. 8;

**Accessibility** - Tammy Conway Denning (Accessibility Coordinator) came to Lockeport on Oct. 22 and we had a great meeting, which finished up with a visit to the facilities at Seacaps Park;

**Programs** - drafted Halloween Yard Decorating Contest poster and circulated to Rec. Committee for review, later got help to print by Jill and took Dale Roach around town to distribute - Oct. 19 got help from Dale to wrap senior bingo prize gifts, then gathered supplies, set up Rec. Centre, then called bingo until the break when Benn took over for me (Emily Swim helped out in the kitchen), then later returned to help with clean up - spoke with Andy Stuart and Kent Blades re: gym use issues - created poster for Trick or Trunk on Oct. 25, then Jill printed and Dale and I distributed them around town - worked out times every Sunday with Coach Rita and LRHS for adult basketball, also moved Pickleball from Friday to Sunday nights starting Nov. 12 - received donation of a bushel of apples for Trick or Trunk from Uncle Sid's and got help from Dale on Oct. 30 to build a sucker tree, then put it and apples in Bandstand for use the next night - Nov. 9 got help from Dale Roach to wrap senior bingo prize gifts, then gathered supplies, set up Rec. Centre, called bingo while Dale Roach helped out with other chores including set up of food and later clean up (Alberta Morash and Cheryl Nickerson also pitched in to help out with coffee preparations and clean up, Jill stopped in to help set up for the snack break);

**Grants** - sent note to Helen Ghent Tennis & Pickleball Club reps on Oct. 24 to suggest in light of recent weather, that we delay the official opening of the upgraded courts until spring;

**Festivals** - *Canada Day* - drafted poster for rescheduled events - attended Committee meeting on Oct.17 and stayed late for additional discussion with Emily Swim - updated poster for Community Celebration Expo on Oct. 24 and sent to J1 Committee for review, then got help from Jill to print posters and later put them up around town - sent out emails to community festivals, businesses, etc. to invite them to attend expo - let Committee know that Jeremy Wamback would like to be considered for hosting Open Mic at 2024 Canada Day celebrations - printed two copies of Oct. 17 meeting minutes and left in Council Chambers for meeting on Nov. 10 - reviewed Celebrate Canada application and forwarded a few notes to Cory later - *Christmas by the Sea* – created letters for crafters to invite participation in Christmas Craft Fair, then printed several for mailing and emailed many more - Oct. 23 managed several craft fair registrations and then drafted several more invitations to go out by mail - regularly answered Craft Fair enquiries and updated registration list, etc. right up to fair held on Nov. 18 - sent out Craft Fair posters to businesses and community groups by email inviting them to submit Christmas by the Sea materials by Nov. 9 for inclusion in flyer - spoke with Becky Williams on Oct. 25 for her input on flyer, then met with Tammie Krick at Lockeport Town Market to go over her plans - worked on Christmas by the Sea and Winterfest calendars for use at Expo event - reached out to several businesses on Nov. 8 to seek details for their flyer ads, also reached out to local churches to get details on special services - Nov. 10 started in earnest to create all ads and event promos for flyer, then sorted out lay-out, created draft proof, got help from Cora Beck to proofread, revised and took final flyer on USB stick to Ulrich for printing of 1000 copies - received flyers from Ulrich on Nov. 13 and put into bundles of 50 for mailing - dropped off flyers at Post Office on Nov. 14 for mailing to B0T 1L0, B0T 1V0 and B0T 1J0 (Cory came and paid by Visa for postage) - purchased 6.5' outdoor extension cord from Woodworkers on Nov. 17 to try out on boardwalk lamp posts for candy cane lights, later went to Fire Hall to set up for Craft Fair (called Wayne to let him know that the extension cord was missing that we left in the Fire Hall last year for the ceiling Christmas lights) - started at 7am on Nov. 18 to put out signs, greet crafters (noted that most pot lights aren't working in hall), ran craft fair, packed up and collected signs, finishing at 5pm (volunteer help from Rowan Goulden, Dale Roach and Bella Taylor);



**Volunteerism** - checked in with Jill on Oct. 16 re: RSVPs for Volunteer reception, then passed on numbers to MDS - Oct. 18 gathered certificates, gifts and other supplies, loaded car and drove to Gunning Cove with Dale Roach to help set up for Eastern Shelburne County Volunteer Awards held at 3:30 p.m., assisted Deputy Mayor Dawn DeMings-Taylor with presentations to our volunteer award recipients;

***Other Meetings, etc.:***

- attended Planning meeting with June and Kevin on October 17;
- attended Recreation Committee meeting on October 17;
- attended MPAL strategy meeting held in Council Chambers on Oct. 19 with Benn and Adam to plan for public engagement for refreshing our Physical Activity Strategy;
- attended Council meeting on Oct. 23;
- took days off for time in lieu October 31, November 1, 2, 3, 6, 7, 14, 15, and 16;

Respectfully submitted,

Frances H. Scott  
Community Coordinator

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## June Harding

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**From:** Montizambert, Lucinda <Lucinda.Montizambert@nshealth.ca>  
**Sent:** Tuesday, November 21, 2023 12:15 PM  
**To:** Montizambert, Lucinda; Goudie, Kelly; 'Warden@municipalityofshelburne.ca'; Elizabeth.Acker@shelburnens.ca; 'cfrotten@barringtonmunicipality.com'; 'clerk@clarksharbour.com'; 'lockeportrec@ns.aliantzinc.ca'; 'townoflockeport@ns.sympatico.ca'; 'sceemo@municipalityofshelburne.ca'; 'dhunt@barringtonmunicipality.com'; 'ssymonds@barringtonmunicipality.com'; 'sasiexecutivedirector@gmail.com'; 'federica@juniperhouse.ca'; 'ed@scyhsa.com'; 'info@souwestnovatransit.ca'; 'shelburne@tricitywomenscentre.org'; 'egrhuland@hotmail.com'; Penny Smith ; 'ed@shyft.ca'; 'cao@town.shelburne.ns.ca'; 'bonnie.lloyd@novascotia.ca'; 'sam\_ogrady54@hotmail.com'; 'heathspencer22@gmail.com'; 'warren.macleod@municipalityofshelburne.ca'; shatfield@barringtonmunicipality.com; AFN Sub Office; nolan.young@shelburnemla.ca; karenharrismattatall@gmail.com; Val.Kean@municipalityofshelburne.ca; robin@tricitywomenscentre.org; Sarah Mattatall  
**Cc:** McCarthy, Tomi; Goudie, Kelly  
**Subject:** joining the Nova Scotia Non-profit Housing Association

Hi all,

As you all probably know, the Nova Scotia Non-profit Housing Association (NSNPHS) held its inaugural annual general meeting on July 26. As of October, 2023 they had 41 members from non-profit housing providers, informal housing groups, networks, and coalitions, government, and associates. I was really pleased to learn that Trish McCourt (formerly the Executive Director of the Tri-County Women's Centre) is the first ED of the NSNPHA! The mission of NSNPHA is to support the mobilization, empowerment, growth and sustainability of Nova Scotia's non-profit housing providers and the informal housing groups, networks, and coalitions that support their work.

I recently heard that the Digby and Yarmouth housing coalitions were planning to join and I suspect they have already joined by now. I think it would make sense for the Shelburne County Housing Coalition to join but I thought I should run it by all of you first to make sure that you are all on board with the idea. It costs \$50 to join. One of my colleagues at Public Health, who works closely with the Yarmouth and Digby County housing coalitions, recently told me that they (the coalitions) have some money that we can use to pay for our registration which was left over from funding they received a few years ago from their municipalities to support some work that they were doing. One of the goals is to establish "regional housing networks" throughout the province and I think we are well positioned in the Tri-County to do that.

Here is the link to the application for membership. <https://tinyurl.com/NSNPHA-APP> . I would be happy to fill it out for us and arrange to send the \$50 membership fee. It asks for a brief description of the organization so I thought I would use the description from our terms of reference.

Here also is the NSNPHA's first newsletter:  
[NSNPHA Newsletter Vol 1.pdf \(mcusercontent.com\)](#)

And some more information about the organization:

<https://nsnonprofithousing.ca/>

Please let me know as soon as possible if you support the idea of our coalition joining the NSNPHA.

Bye for now and thanks!

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Lucinda Montizambert

Public Health Services

Roseway Hospital

1606 Lake Rd, Shelburne  
NS BOT 1W0

Office/Cell: 902-670-9159

[lucinda.montizambert@nshealth.ca](mailto:lucinda.montizambert@nshealth.ca)

[www.nshealth.ca](http://www.nshealth.ca)

*I live & work in Mi'kma'ki, the traditional and contemporary  
unceded territory of the Mi'kmaq*



32

November 14, 2023

The Honourable Pablo Rodriguez  
Minister of Transport  
House of Commons  
Ottawa, ON  
K1A 0A6

Attention: The Honourable Pablo Rodriguez, Minister of Transport  
Email: [pablo.rodriquez@parl.gc.ca](mailto:pablo.rodriquez@parl.gc.ca)

Re: **Redeploying Digby-Saint John ferry to P.E.I.**

Dear Minister Rodriguez,

We are writing on behalf of the five municipalities of the County of Shelburne to express our deep concern regarding recent news that the Department of Transport is considering the redeployment of the Digby-Saint John ferry to PEI. This decision has raised significant apprehension within our community, as we believe it would have several adverse consequences for our area and its residents.

First and foremost, we are deeply concerned about the negative impact such a move would have on the economic development of Southwest Nova Scotia. The Digby-Saint John ferry has long been a vital link connecting our region to the broader Canadian economy. It facilitates the transportation of goods, supports local businesses, and encourages investment in our community. As an example, the Digby-Saint John ferry serves as a key conduit for shipping seafood products from our local fisheries to the USA markets. Without the ferry transportation by land, it would add 7 hours of driving time and with the new electronic monitoring, drivers would be required to stop for a 10-hour layover before making it to Boston. Alternatively, a second driver could be added to the cab, if available, which then becomes cost-prohibitive. Redeploying the ferry to PEI would undoubtedly disrupt these economic flows, jeopardizing jobs and economic stability in our region.

Furthermore, we are worried about the detrimental effect this decision would have on tourism in Southwest Nova Scotia. Our picturesque landscapes, rich cultural heritage, and warm hospitality have made us a prime destination for tourists from across Canada and beyond. The ferry is not only a convenient means of access



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**Public Works  
Office of the Minister**

PO Box 186, Halifax, Nova Scotia, Canada B3J 2N2

**NOV 22 2023**

Penny Smith, Warden  
Municipality of the District of Shelburne  
PO Box 280  
414 Woodlawn Drive  
Shelburne, NS B0T 1W0  
[warden@municipalityofshelburne.ca](mailto:warden@municipalityofshelburne.ca)

Dear Warden Smith:

Thank you for your Advocacy Letter received October 12, 2023, regarding reducing the speed limit at Exit 26 on the Highway 103.

Highway safety is a priority of the Government of Nova Scotia. We continue to evaluate roads for future highway improvements. I have been in contact with the traffic group here at the Department of Public Works and have requested that an investigation on this section of road be undertaken to determine if additional measures can be put in place to improve the safety at this location. The traffic group will conduct a 10-year collision history review to see if there has been an increase/decrease of collisions that are speed related.

I will note that the intersection located at Exit 26 on Highway 103 was redesigned approximately 6 years ago to the current standards as set out by the Transportation Association of Canada "Geometric Design Guide for Canadian Roads".

Thank you once again for bringing your concerns forward. If you have any other comments or concerns, please contact Pamela Mehlman-Shand, Area Manager at [pamela.mehlman-shand@novascotia.ca](mailto:pamela.mehlman-shand@novascotia.ca) or by phone at 902-742-2416.

Yours sincerely,

A handwritten signature in black ink that reads "Kim D. Masland".

Kim D. Masland  
Minister

c: Dan Leopold, A/District Director, Western  
Pamela Mehlman-Shand, Area Manager, Yarmouth, Shelburne & Clare  
Ken Smith, Town of Shelburne  
Sarah Mattatall, CAO Town of Shelburne  
June Harding, Town of Lockeport



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Naturally Yours

November 22, 2023

**Attention:** Ann Wilkie (co-chair), James Wooder (co-chair), Graham Daborn, Steve Parsons and Lorraine Whitman

**Email:** carys.burgess@iaac-aeic.gc.ca

**Subject:** Committee for the Regional Assessment of Offshore Wind Development in Nova Scotia

Dear Committee Members,

On behalf of the Municipality of the District of Shelburne I would like to thank you for hosting an Information Session in Shelburne.

At the outset, let me emphasize our resolute support for responsible renewable energy production as we all try to deal with climate change. We applaud the Provincial Government in their quest to meet its goal of achieving 80 per cent renewable energy for its electricity needs by 2030. However, it is imperative that we exercise the utmost caution, safeguarding our fisheries—the economic backbone of Southwest Nova Scotia. "Responsible Renewable Energy" encapsulates our vision, where there is harmony between our fisheries and offshore wind energy production-

As we delve into these deliberations, we wish to offer a few perspectives that we believe should be considered:

**Power Inequity:** It is incumbent upon us to shed light on the existing onshore inequities. Currently, windfarm proposals tend to gravitate toward central power-consuming areas, leaving rural municipalities like ours deprived of the royalty benefits attributed to the affected municipality. This power inequity is a pressing concern, denying us the opportunity to be active

414 WOODLAWN DRIVE, PO BOX 280 SHELburne, NS BOT 1W0,

PHONE: (902) 875-3544 - FAX: (902) 875-1278 Page 1 | 3

participants in the renewable energy strategy. We urge you to address this disparity in your recommendations, ensuring that all regions partake in the rewards of clean energy initiatives as it may pertain to offshore wind developments.

**Municipal Benefit:** As we contemplate the impending offshore wind development, we foresee a similar power imbalance looming. Given our dependence on the fishing industry, any disruption caused by offshore windfarms would reverberate through our communities. Our vision to maximize the benefits of offshore wind development to the municipality, province and country includes one where fishing activities can continue unabated with offshore wind energy. Under this vision, there would be no reduction to the economic contribution to the province provided by the fishery, but instead additive value being provided to the economy as a whole by the development of offshore wind.

If we are faced with a situation whereby fishing operations are to be impacted, we would propose the implementation of a royalty formula, ensuring that all Nova Scotia municipalities, Fishermen and First Nations receive a fair share of the benefits as they are those most directly impacted by the projects. By entrusting municipalities as the conduits for distributing these benefits, we can directly uplift the communities most directly impacted by offshore wind development.

**Offshore Servicing:** It is conceivable that windfarm developers may prioritize cost-efficiency when servicing their installations. We advocate for the creation of offshore zones, akin to lobster license areas, where windfarm developments would be required to utilize harbors adjacent to those zones for servicing. Furthermore, granting local fisheries groups the first right of refusal for service contracts offers a unique opportunity for fishermen to directly benefit from windfarms in their waters. Though identifying the right stakeholders may pose challenges, the overarching principle is to provide opportunity to those most impacted.

**Onshore Power Infrastructure:** The location where power is brought ashore presents a host of considerations. We must not overlook the potential of onshore hydrogen production, which could be transformative for municipalities. To ensure equity, we recommend adopting a zone-based approach, aligning the location of power landfall with the municipality closest to the



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respective windfarm. This not only enables hydrogen production but also bolsters onshore wind energy capacity as Nova Scotia Power will have to upgrade the southern power infrastructure, further decentralizing the benefits across the Province. Importantly, we propose stringent measures to prevent offshore windfarms from connecting directly with U.S. facilities, preserving the benefits for Nova Scotians.

In conclusion, we urge you to embrace the overarching theme of "Equity" as you craft your recommendations. Equity demands that every Nova Scotian has the opportunity to share in the rewards of offshore wind development, especially those communities like ours that rely completely on our fisheries to sustain our economies.

Sincerely,

Warden Penny Smith